



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

JUVENILE SERVICES DISTRICT SUPERVISOR

Job Number: 20001175

Job Code: 64100V161016

Job Group: 6400 - JUVENILE JUSTICE

Job Established: 04/16/1999

Job Revised: 10/16/2016

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 12 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages and supervises personnel engaged in providing professional social work services to juveniles and oversees implementation of juvenile services programs in a juvenile justice district; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

A master's degree in social work, sociology, juvenile justice, corrections or a related field.

EXPERIENCE:

Must have four years of professional experience in providing services to juvenile offenders and/or adult offenders.

Substitute EDUCATION for EXPERIENCE:

A bachelor's degree supplemented by two years of professional social work experience will substitute for the required masters.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license prior to appointment in this classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, assigns and evaluates the work of juvenile social workers responsible for ensuring the delivery of services to juvenile offenders in a defined geographic area. Conducts regular conferences with workers to review juvenile casework. Supervises and evaluates juvenile social workers job performance. Stays abreast of the current theory and practice in juvenile prevention, intervention and rehabilitation. Directs and oversees the resolution of crises with youth and families. Attends district court sessions. Attends community meetings and serves as a member of local community committees and workgroups. Compiles monthly reports on district operations. Interprets policy. Monitors budget. Oversees training of juvenile social workers.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Works in an office setting and makes frequent visits to offices within the geographic area. Required to be on call.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.